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Bulletin No. 89-85

P-2520

P-2520 Recertifications (Continued)

D. Verification and Documentation

Verify the following factors at recertification:

1. Income, medical expenses, or actual utility expenses if the source has changed or the amount has changed by more than \$25 for any item.
2. Any questionable information.

Document the same factors which you did on the initial application.
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If any necessary verifications are not provided with the DSW 202 and DSW 202RL give client a DSW 202RL2 with a specific date by which the information must be received in order for Food Stamps to continue. Have client read and sign the form.

If the client reapplies and then actually states that he or she will not provide necessary information, the case must be denied. Make sure to tell the client that you will have to deny the Food Stamp application for recertification unless he or she provides required verification. Such an outright refusal must be documented in the case file. If the necessary information is subsequently provided, a new application is required.

NOTE: There may be instances when an immediate closure may not be the best approach. For example, a recipient who becomes upset during an interview and "storms out" of the office might decide a few hours or days later to cooperate in providing verification. If the worker thinks that this might be the case, sending a DSW 202RL2 before closing the case would be appropriate although not required; it is a "judgement call" on the worker's part.

If the client indicates that he or she is having difficulty in obtaining any or all of the information, the worker should assist the client in obtaining it. If the missing verification is not supplied before the end of the current certification period, send a denial notice.

There may be extraordinary circumstances when verification is unlikely ever to be available and obtaining it is outside the control of the client. In such cases the District Director or his or her designee may waive the requirement of verification.

If the grant is closed for other than outright refusal and the worker later learns that it was based on inadequate or incorrect information, the worker should grant for every month the client was eligible from the date of original application. If the error was discovered within 60 days of the original application, a new DSW 202 is not required.

This waiver must be documented in the case record.